

ALIVIA BHANJA

PERSONAL INFO:-

FATHER'S NAME-SANKAR BHANJA

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ADDRESS-1(65),TARAMONI GHAT ROAD, PASCHIM PUTIARY,KOL-700041

DATE OF BIRTH- 08.08.1995

SEX- FEMALE



CAREER OBJECTIVE

To seek a dynamic and challenging career, where I can enhance my knowledge and skills with strong dedication, for the progressive growth of the company.

ACADEMIC QUALIFICATION

Name of Examination	Board/University	Name of Institution	Subject	Year of Passing	Percentage
Secondary	West Bengal	Kamala Girls' School	Common	2011	68.25%
High secondary	West Bengal	Kamala Girls' School	Commerce	2013	72.6%
Graduation	Calcutta university	Heramba Chandra College	Accountancy (H)	2016	49.33%

COMPUTER SKILLS

M.S WORD, M.S EXCEL & TALLY ERP 9

WORK EXPERIENCE

6 MONTHS AT PAILAN WORLD SCHOOL AS TALLY-DATA OPERATOR

Job Responsibilities:

- Data entry in Tally (Cash & Bank both).
- Preparing BRS on Tally.
- Cash book maintenance & handling petty cash.
- Providing support to Senior Accountant.
- Performing basic office tasks such as filling, data entry, issuing cheques, handling communication with Vendors via phone etc.
- Assist in preparation of audit reports.

1 YEAR AT SOCIETY FOR THE SCHOOL OF MEDICAL TECHNOLOGY AS AN ACCOUNTANT

Job Responsibilities:

- Recording and filling cash transactions.
- Data entry on Tally.
- Invoice processing and filling.
- Assist in completing audits.
- Updating financial statements, maintaining accounts receivable and accounts payable.
- Preparing and maintaining financial reports.

1 YEAR AT UCMAS AS BACK OFFICE STAFF

Job Responsibilities:

- Handling all parent feedback calls to existing UCMAS students and answering phone calls.
- Compilation of reports.
- Performing basic admin duties.
- Administrative support for all data entry on daily basis with MS Excel.

1 YEAR & 6 MONTHS AT MASS EDUCATION AS ACCOUNTS EXECUTIVE

Job Responsibilities:

- Maintain accounts on excel.
- Input the value on receipt-payment, income-expenditure and balance sheet.
- Data entry in Tally (Cash & Bank both).
- Preparing BRS on Tally.

LANGUAGES KNOWN

LANGUAGE	SPEAK	READ	WRITE
BENGALI	YES	YES	YES
ENGLISH	YES	YES	YES
HINDI	YES	YES	NO

INTERPERSONAL SKILLS

- Self-confident and Hardworking nature.
- Ability to work both independently and as a team player.
- Good Analytical and problem solving skills.
- Showing respect and understanding the feelings of others.

Signature